

**Tennessee Department of Mental Health and Substance Abuse Services
Division of Hospital Service**

Job Announcement: Administrative Services Assistant 3, Executive Service, Salary Grade BPP 27, Salary Range \$2,769 to \$4,431.

Summary of Position

The Administrative Services Assistant 3 (ASA3) serves as the executive assistant to the Assistant Commissioner of Hospital Services. This position is a key part of the TDMHSAS Division of Hospital Services team. This position reports directly to the Assistant Commissioner of Hospital Services.

Principal Duties and Responsibilities:

- Must be able to prioritize and balance multiple projects at one time while still finalizing products that are accurate and timely.
- Must maintain a calm demeanor in a fast paced and high intensity environment.
- Must be extremely customer focused and model work around such.
- Responsible for calendar scheduling, travel, phone screening, report generating, presentation preparation, coordinating of direct reports, general clerical support, etc.
- Must have ability to exercise excellent problem solving and critical thinking.
- Must be able to utilize professional concepts and objectives to resolve complex issues in a creative and effective manner.
- Must maintain confidentiality on highly sensitive topics throughout employment, including adhering to HIPAA regulations when appropriate.
- Responsible for scheduling and then taking, organizing, maintaining and distributing the minutes of the Division Staff's meetings.
- Will assist in the preparation of divisional projects and reports as required.
- This is a support staff type position.
- Will compile reports, spreadsheets, data, and research as requested.
- Must have excellent verbal, written, and interpersonal skills to effectively communicate with people at all levels within the agency and with other agencies
- Other responsibilities as discussed.

Knowledge, Skills and Abilities:

- Extensive knowledge in Microsoft Office, specifically in:
 - Microsoft Word 2010
 - Microsoft PowerPoint 2010
 - Microsoft Outlook 2010
 - Microsoft Excel 2010
- A base knowledge or understanding of State government structure is recommended and encouraged.
- Must have ability to create documents, format reports and learn computer-based applications for data management.

Education / Experience:

- High school diploma or GED required; 2 years college preferred
- A minimum of 2 years of directly assisting top level administrators (such as CEOs or Executive Directors) (references will be required)
- Experience in the mental health/substance abuse field a plus

Please submit resumes and letters of interest to Melissa Sparks at Melissa.Sparks@tn.gov.

Resumes must be received on or before February 7, 2016.